

## MEMORANDUM

TO: Alternative Education Contacts

FROM: Sue Foxx, Consultant  
Division of Educational Options

DATE: September 21, 2007

RE: Administrative Issues and Reports

The intent of this memo is to clarify a number of administrative issues related to the alternative education grant and programming. A videotape has been posted in the 'Find It Fast' box at [www.doe.state.in.us/alted](http://www.doe.state.in.us/alted). Program administrators are required to view the 15 minute video to ensure knowledge of legislative and grant requirements.

Letters have been sent to the superintendents of corporations that are the fiscal agents for approved alternative education programs. Approved programs are listed in the 'DIRECTORY' by corporation name or number at [www.doe.state.in.us/alted/altedlinkpg.html](http://www.doe.state.in.us/alted/altedlinkpg.html). New programs will receive provisional approval letters once their review is complete but will not be posted to the website until full approval is granted following a site visit.

The Assurances page signed by your superintendent, states that the program will comply with appropriate statutes and administrative code (see below for requirements and clarification). In addition, to promote best practices, our Division policy requires that approved programs:

- Supplant the educational program for the student, unless, it is an evening session used to accelerate or recover credits for eligible students.
- Maintain a teacher-student ratio of no more than 1:15 so that instruction can be individualized effectively. A teacher's aide may count as .33 when calculating the ratio.
- Enroll students in the alternative program for >15 days in order to provide time to develop an appropriate intervention plan and identify needed services.

**A Reporting Timeline** has been posted to the Alternative Education webpage (see link above). A copy of the timeline is included with this memo for your convenience. Submission dates for items identified by a (\*) are listed.

*\*Teacher and student surveys* will be posted to the 'Find It Fast' box from October 1, 2007 to January 31, 2007. All teachers in approved alternative education programs are required to complete the survey. All students (Grades 6-12) in approved programs are encouraged to complete the student survey. It has been shortened in order to increase participation.

*\*The Full-time Equivalent Student Report* will be online by December 1, 2007. In addition to submitting online, a copy signed by the superintendent, must be mailed to the Division of Educational Options by January 18, 2008. The distribution will be made at the end of February.

*\*A meeting for corporations interested in establishing new alternative education programs* will be held on November 15, 2007 from 1:00 p.m. to 3:30 p.m. at the Indiana Department of Education. New Program Proposal forms are available on our website.

*\*All approved alternative education programs must complete the DOE-AL report. Programs should maintain a spreadsheet of the data throughout the year (available at <http://www.doe.state.in.us/stn/docs/doe-al.xls>). At the completion of programming for 2007-08, send the spreadsheet to the corporation STN site administrator. The STN site administrator will submit the data and do the sign off verifying that the data is correct. For joint programs, the STN site administrator for the corporation that is the fiscal agent, submits the data.*

Consultants will continue to conduct site visits this year to new and existing programs. A tentative schedule for 2007, has been posted to the alternative education webpage.

In the 2007-08 Renewal Grant, each alternative education program identified goals and set targets. Programs need to keep data on these goals, in order to report on progress in the next grant application. Goals are listed in each program's grant application that is posted to the DIRECTORY on the alternative education webpage.

## ASSURANCES

1. The project will be administered in accordance with all applicable statutes and administrative codes.

*Citations are listed under RESOURCES' at the alternative education webpage at <http://www.doe.state.in.us/alted/altedlinkpg.html>.*

- *Each session MUST be a minimum of 2 continuous hours.*
  - *Teachers in the alternative education program MUST be employed by the school corporation. This means that the teacher could easily be reassigned to another classroom in the corporation. Paying another agency to employ a teacher does not qualify. Neither does hiring a teacher as an independent contractor.*
  - *School corporations that have formed a joint program MUST have a signed joint agreement.*
  - *Students claimed for reimbursement MUST meet at least one of the eligibility criteria identified in IC 20-30-8-10. Poor health, transferring from another school or being an English language learner do NOT meet the criteria as single issues.*
2. The school corporation or program organizer will expend in the school year a matching amount of at least one third of the amount of the state grant per full-time equivalent student on alternative education programs.

*It is clearest, if the match is deposited in the same account (Fund 190, Receipt Account 3211) as the one for the alternative education distribution but the final decision is up to the local corporation. Contact State Board of Accounts if you have accounting questions.*

3. The school corporation agrees to implement an objective, date-driven means of measuring the effectiveness of the program in achieving the goals set out in the application.

*This means that the program has a way to track progress on the goals identified in the approved grant and meets reporting requirements.*

4. The school corporation is providing the alternative program on its own or in cooperation with other school corporations.

*Outside agencies can collaborate but the program must be under the direction of the school corporation which acts as the fiscal agent. Students must be enrolled to participate in the alternative education program and be claimed for reimbursement.*

5. The school corporation will employ progressive disciplinary procedures designed to modify behavior in the regular school setting prior to admitting a disruptive student into an alternative educational program.

*Alternative education should not be the first intervention tried with students. Students should be in alternative education only after multiple interventions have failed. Students in alternative education are NOT expelled. It acts as an alternative to expulsion so students placed for this reason would not be reported on the DOE-EX unless they did not successfully complete at the alternative education program.*







6. Each student will have an Individual Service Plan (ISP) in accordance with IC 20-30-8-11.

*A sample ISP is available under 'RESOURCES' at <http://www.doe.state.in.us/alted/altedlinkpg.html>. An ISP must be completed for every student and be reviewed at least annually.*

7. Program components have not changed significantly from the previous school year.

*Changes in staffing, location, or programming that occur during SY 2007-08 need to be reported to Sue Foxx, at [sufoxx@doe.state.in.us](mailto:sufoxx@doe.state.in.us).*

## REPORTING TIMELINE for SY 2007-08

	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	
<b>Teacher Survey</b> (Required)	1					31					
<b>Student Survey</b> (Encouraged)	1					31					
<b>Full-Time Equivalent Student Report</b> (Required)			1			18					
<b>Renewal Grant /Assurances</b> (Required)							1			20	
<b>DOE-AL Report*</b> (Required)				1							23
<b>New Program Applications**</b>											
(New Program Meeting on November 15, 2007 at Indiana Department of Education)											

**\*DOE-AL Report information**

<http://www.doe.state.in.us/stn/Sections/AL/AlternativeEd.html>

**\*Spreadsheet for DOE-AL Report**

<http://www.doe.state.in.us/stn/docs/doe-al.xls>

**\*\*New Program Application**

[http://www.doe.state.in.us/alted/docs/alted\\_newprogramapp.doc](http://www.doe.state.in.us/alted/docs/alted_newprogramapp.doc)